

## Personnel

Employment  
RegulationsExternal  
Hiring

**OFFERS OF EMPLOYMENT:** .01 The authorized Employment Representative in the Employment Group (PS-1) extends written offers of employment after all line management and administrative approvals have been obtained. See [.04-08](#) below.

**EXCEPTION:** The Special Employment Programs/ Services Group (HRD-2) handles offers for positions in the Special Employment Programs.

Before the written offer is made, but after the approvals have been obtained, oral offers may be extended by the Employment Representative or, in conjunction with the Employment Representative, by the hiring official. Hiring officials must consult with PS-1 before making oral offers. Offers must include the information on the Personnel Action (PA) form, must mention preemployment screening (see [.13](#)), and must discuss any special conditions or additional approvals that must be obtained (such as security clearance, University of California or Department of Energy [DOE] approval on salary, and/or medical approval), and must state that the provisions in the forthcoming written offer will govern the conditions of employment.

**NOTE:** See [AM 108](#) for ~~A~~ transfer offers.

## Multiple Offers

.02 If more than 1 organization ~~A~~ makes an employment offer to the same candidate and the positions are equivalent, the Laboratory offers the candidate 1 salary and allows the candidate to select the position desired. An Employment Representative in PS-1 assists the organizations in determining a single offer salary, and an Employment Representative contacts the candidate about selecting a position.

Compliance with  
Laboratory Policy and

.03 Any employment offer, whether written or oral, must expressly inform the candidate that the offer,

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**External Hiring**

<b>Regulations</b>		as well as continued employment, is contingent upon the candidate's following all applicable Laboratory environment, safety, and health (ES&H) regulations and agreeing to be bound by Laboratory policy and procedures, including the substance-abuse policy.
<b>APPROVALS:</b>	.04	The hiring organization must submit the hiring package through the Division Office to the appropriate Employment Representative in PS-1. Then, if required, PS-1 forwards the package to the cognizant Associate Director (AD) for approval, and when hiring restrictions are in place, to the Director of Human Resources (DHR) and to the Deputy Director.
<b>Division Office</b>	.05	<p>The appropriate division-level manager approves Selections for nonmanagement positions in his or her organization.</p> <p>An exception to Laboratory policy on employment of near relatives.</p>
<b>Cognizant Associate Director (AD)</b>	.06	The cognizant AD must approve selections for group-level management positions.
<b>Director of Human Resources (DHR)</b>	.07	The DHR must approve waivers of advertising (See <a href="#">AM 104</a> ).
<b>Director's Office</b>	.08	<p>The Director's Office must approve Selections for division- or directorate-level management positions.</p> <p>Proposed annual salaries exceeding the required University of California approval level.</p> <p><b>NOTE:</b> Other approvals may be required before a position is advertised. See <a href="#">AM 104</a>.</p>

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External HiringPREEMPLOYMENT  
REQUIREMENTS:

## Medical Approval

- .09 All prospective employees must submit a preemployment health questionnaire. The Occupational Medicine (HS-2) Group Leader reviews the questionnaire and notifies the hiring official of any significant preexisting conditions that might require work restrictions or job accommodations ✂. See [AM 117](#) and [AM 118](#).

## Security Clearance

- .10 When required by the position, prospective regular full-time and part-time employees ✂ must receive a DOE security clearance. When a position requires a clearance, employment is contingent upon the granting and maintaining of the security clearance. See [.14-.15](#) for employment pending the granting of a clearance. ✂

**NOTE:** Clearances are not normally requested for Permanent Resident Aliens (PRAs).

- .11 ✂ When the position requires it, limited-term and short-term employees are cleared in accordance with DOE regulations.
- .12 An Employment Representative in PS-1 sends a Questionnaire for Sensitive Positions (QSP) to prospective employees whose positions will require a security clearance ✂. The prospective ✂ employees must return the completed QSP package to the Employment Representative before they can be placed in pay status. The Employment Representative forwards the QSP package to the Personnel Information/Security Group (OS-15) for submission to DOE.

Preemployment  
Screening

- .13 Preemployment screening is required for all individuals who will be offered full- or part-time regular employment and for others whose jobs require a Q or L clearance. ✂ Preemployment screening is the verification of information the applicant provides to the Laboratory about his or her employment history, criminal activity, credit history, education, and personal references. An employment offer is contingent on meeting the

## External Hiring

guidelines set by the Laboratory for the screening check. Failure to meet those guidelines may result in withdrawal of the employment offer.

### Laboratory Approval of Employment Pending Clearance

- .14 At the request of the hiring official and subject to Laboratory approval, & employees for whom a clearance is requested may be placed in pay status pending the granting of a clearance. The hiring official requests Laboratory approval in a memorandum addressed to the cognizant AD through the appropriate division-level manager and the responsible Employment Representative. The memorandum must state that the individual will be both efficiently occupied and appropriately supervised on unclassified work in an unrestricted area while awaiting clearance. The memorandum must also describe the impact on the project or program if the individual does not receive Laboratory approval for employment before the clearance is granted.
- .15 The hiring official must request and receive Laboratory approval before the authorized PS Employment Representative sends the offer letter to the candidate.

### Proof of Identity and Authorization to Work

- .16 The Immigration Reform and Control Act (IRCA) requires all prospective employees to have proof of identity and authorization to work in the United States. On the date of hire, prospective employees must provide & original documents that establish their identity and authorize them to work in this country. In addition, prospective employees must complete and sign the Employment Eligibility Verification form (I-9) to attest to the authenticity of the documents & they have provided.

## FINAL HIRING PROCEDURES:

### New-Hire Documents

- .17 Prospective employees must complete and sign all necessary forms, including a patent agreement (*see* [AM 713](#)) and the State of California Oath of Allegiance, before being placed in pay status.

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**NOTE:** New employees may be required to complete training and pass a related test before assuming job duties.

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| <b>Physical Examination</b>                         | .18 | A Laboratory physical examination is required for each new employee. ✂  |
| <b>HOUSE-HUNTING TRIP:</b>                          | .19 | Cognizant division-level management can approve 1 house-hunting trip, not to exceed 3 days, for a prospective employee and spouse, including round-trip travel and subsistence.   |
| <b>TRAVEL AND HOUSEHOLD SHIPMENT REIMBURSEMENT:</b> | .20 | Selected candidates not from the local area (within a 50-mile radius) may receive reimbursement of travel and household shipment expenses. See <a href="#">Travel Home Page</a> . The written employment offer letter states the point of hire for computing travel and household shipment expenses of the employee and dependents. Normally, prospective employees below the General Support (GS), Organizational Support (OS), or Technical Support (TEC) Series Level 4 are not eligible for such reimbursement. The PS Division Leader must approve all exceptions. |
| <b>For a Rehire</b>                                 | .21 | Reimbursement of travel and household shipment expenses for former employees whose termination occurred less than 1 year before the proposed rehiring date requires the approval of the PS Division Leader.   |
| <b>For a Second Rehire</b>                          | .22 | Reimbursement for a second rehiring (a third payment for travel and household shipment expenses) will not be approved unless the circumstances of the second rehiring are exceptional. The PS Division Leader ✂ and the cognizant AD must approve.  |